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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:                   SOLID WASTE COLLECTION SUPERVISOR II**

**DEFINITION**

Under general direction, to oversee the Solid Waste Division; ensuring proper collection and disposal of garbage and refuse; and to do related work as required.

**REPORTS TO:**       Field Service Operations Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Field Service Operations Manager. Exercises lead supervision over crews.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, procedures and priorities.
- Plan, coordinate, supervise and review the work of the supervisors and crews engaged in refuse collection.
- Assist in development of equipment and material specifications.
- Receive, investigate and resolve all customer complaints and implement appropriate changes.
- Check all refuse collection equipment for needed maintenance and repair.
- Prepare cost estimates for refuse collection projects.
- Requisition materials and supplies.
- Inspect work in progress and on completion, providing advice and assistance on difficult work problems.
- Maintain records of materials, time and equipment.
- Assist in budget preparation and administration.
- Coordinate refuse collection activities with other City departments, divisions and sections and with outside agencies.
- Supervise, train and evaluate subordinates.
- Attend and participate in pre-construction meetings.
- Maintain and log all requests from other departments/divisions.
- Prepare Air Quality Management District (AQMD) reports and attend meetings as required.
- Maintain radio logs and schedule repairs.
- Assist and participate in staff meetings.
- Maintain overtime and call-out records; maintain overtime program.

- Initiate and promote all general and tail-gate safety meetings.
- Develop and maintain safety procedures, records and training.
- Coordinate special events that require refuse collection services in the City.
- Respond to public inquiries.
- Respond to all emergencies with regard to City streets.
- Coordinate response, with Public Safety, on emergencies.
- Assist in City disaster drills.
- Assist in Division interviews and the hiring process.
- Investigate all legal claims against the Division.
- Directly supervise the work of crews involved in refuse collection, trash mitigation and the Riverside County Sheriff Department Work Release Program as needed.
- Oversee and administer the Solid Waste Weekend Program, including the work of assigned Weekend Crew Supervisors and the Riverside County Sheriff Department Work Release Program.
- Develop and implement effective employee training and safety programs.
- Oversee and monitor the design and layout of collection routes and schedules.
- Represent the Solid Waste Division on various committees throughout the City.
- Prepare reports and correspondence.
- Serve as Acting Field Service Operations Manager as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Materials, methods, practices and equipment used in all refuse collection activities.
- Types and level of maintenance and repair activity generally performed in refuse collection.
- Occupational hazards and standard safety precautions necessary in work.
- Geography of the City, including street layout and location.
- Safe work practices.
- Safe driving principles and practices.
- Effective and efficient methods and procedures for scheduling and assigning the work of crews in refuse collection and disposal.
- Use and care of equipment commonly used in refuse collection.
- Local refuse collection policies and procedures.
- Principles and practices of supervision, training, and performance evaluation.

### **Ability to:**

- Keep records and make reports.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Plan, lay out, schedule, and inspect the work of a number of crews engaged in refuse collection and disposal.
- Perform complete inspections and prepare reports.
- Supervise, train, and evaluate subordinates.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Twelve units or equivalent in classes dealing with supervision preferred. Supplemental classes in solid waste management desirable.

Experience: Five years supervisory experience in refuse collection and disposal, or four years of experience as a Solid Waste Supervisor I

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Solid Waste Collection Supervisor II

**TO:**